



## EMPLOYEE DISCIPLINARY ACTION FORM

### EMPLOYEE INFORMATION

Name: Kristy Lovich

Date of Disciplinary Action: 6/8/2020

Position/Dept: Access & Engagement

Supervisor: Victor Hinderliter

### Type of Action

☐ Verbal Counseling

☒ Written Reprimand

☐ 2<sup>nd</sup> Written Reprimand

☐ Final Reprimand

Reason for Action: (Attach add'l page if necessary)

### Corrective Action Plan: List of Corrective Actions

1. Do not send emails to the entire agency.
2. Refrain from taking actions that result in a hostile work environment.
3. Work with your incoming Manager and the Training Associate Director to...
4. ...review topics related to Cultural Humility for a better understanding of...
5. ...how your actions have impacted minority A & E team members.

### Probationary Period – If Applicable

Employee Placed on Probation: ☒ YES ☐ NO

Probation End Date: 7/8/2020 ☐ N/A

### Employee Comments

### Signatures

Supervisor Signature:

Date:

Dept. Director Signature:

Date:

I have received a copy of this disciplinary action form and it has been thoroughly discussed with me.

Employee Signature:

Date:

## K. Lovich Disciplinary Action

### Summary of Concerns

On 6/5/2020, you sent an email during business hours that was personal in nature. Additionally, the email was sent to all LAHSA staff from your LAHSA email address. To do this, you by-passed the all staff email list to which you do not have access.

A very limited number of executive staff have permission to send email to all LAHSA staff, and all emails that they send must be approved by the Executive Director. Per the LAHSA employee handbook, Sec 11.6 and 11.7, LAHSA's email system is to be used solely for business purposes and not for non-work related matters.

While LASHA supports every staff member having an avenue to express their voice, it is to be done in a manner that does not result in discrimination against others. You were provided multiple opportunities and provided guidance from the Access and Engagement Interim Director to express your concerns, thoughts and other feedback within leadership at LAHSA, but you made the choice to go against this guidance. Your actions resulted in several members at LAHSA, and more specifically within the Access and Engagement Department, expressing that they felt that their work was publicly disparaged and dismissed, and their livelihoods were publicly threatened, resulting in a hostile work environment.

You have also represented yourself as a LAHSA employee on a public platform without the approval or consent of LAHSA executive leadership.